

AGENDA

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

**December 2, 2003
Aldermen Shea, Guinta,
Smith, Thibault, Lopez**

**Upon Recess of BMA
Aldermanic Chambers
City Hall (3rd Floor)**

1. Chairman Shea calls the meeting to order.
2. The Clerk calls the roll.
3. Chairman Shea advises that an Ordinance is to be considered for consistency with the rules of the Board, and required laws, and requests the Clerk to make a presentation relative to the Ordinance:

“Amending Sections 33.024, 33.025 & 33.026 (Laborer-Drop Off Facility) of the Code of Ordinances of the City of Manchester.”
4. Chairman Shea advises that a presentation having been made, if all is in order, a motion is in order to advise that the Ordinance presented is properly enrolled.
5. If there is no further, business, a motion is in order to adjourn.

City of Manchester New Hampshire

In the year Two Thousand and

three

AN ORDINANCE

“Amending Sections 33.024, 33.025 & 33.026 (Laborer – Drop Off Facility) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Laborer – Drop Off Facility

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Laborer – Drop Off Facility, Grade 10, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 5321, Laborer – Drop Off Facility. (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

Current



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Laborer
Class Code Number	5320

General Statement of Duties

Performs manual labor in contributing to public works and related civic projects; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform construction, maintenance and repair activities. The work is performed under the supervision and direction of a Highway Supervisor but some leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Removes worn, cracked or weathered asphalt using hand or power tools and loads debris for disposal;
- Grades and repairs underlay of roadbed to prepare surface for patching;
- Rolls asphalt patching material and assures patch meets grade and standards;
- Seals and repairs asphalt and concrete infrastructures;
- Constructs retaining walls and other masonry structures;
- Manually digs trenches, secures, lowers and installs pipes and places precast or builds inlet boxes and replaces and compacts bedding and overlay material;

- Grades and prepares surfaces for concrete curbs, gutters and storm water inlets;
- Operates mowers and weed eaters to maintain right-of-ways, medians and common areas;
- Cleans and clears storm water inlets, drains, bridges, creeks and drainage;
- Repairs or replaces landscaping disturbed during construction projects;
- Cleans and maintains City structures such as parking garages, decks and downtown areas;
- Pours and forms City street markers and helps set finished products;
- Cleans and restores construction areas, job sites and other project areas;
- Cleans equipment and facilities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Substantial knowledge of construction equipment, materials and methods;
- Substantial knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Substantial knowledge of proper lifting techniques and personal protective equipment used in the operation of hand and power tools;
- Ability to comprehend and follow safety rules and regulations;
- Skill in the operation of hand and power tools;
- Ability to remain on call during assigned hours as necessary;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience in landscaping or the construction industry; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools continuously;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in trenches, in rough terrain and access construction equipment;
- Sufficient strength and endurance with or without reasonable accommodations, to lift and carry, through a full range of motion, up to 100 pounds occasionally, 50 pounds frequently, and 20 pounds continuously;
- Sufficient mobility and flexibility which allows the employee to stoop, kneel, crouch, stand, walk, push, pull, climb and grasp repetitively.

Approved by: _____

Date: _____

DRAFT



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Laborer – Drop Off Facility
Class Code Number	5321-10

General Statement of Duties

Performs manual labor in support of the Solid Waste Drop-Off Facility: performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to monitor and ensure the safe off-loading of solid waste materials and recyclable items. The Work is performed under the direction of the Drop-Off Facility Supervisor, but some leeway is granted for exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other city employees and the public. The principle duties of this class are performed in all areas of the Drop-Off Facility with potential personal hazards.

Examples of Essential Work (illustrative only)

- Determines acceptability of solid waste materials or recyclable items in accordance with Department standards and City ordinances;
- Oversees the safe off-loading of solid waste materials;
- Operates compactors;
- Performs freon extraction from refrigerators and air conditioners;
- Stacks tires and CRT's in on-site trailers;
- Cleans equipment and facilities;
- Performs maintenance and yard work as directed by the Drop-Off Facility Supervisor;

- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Substantial knowledge of solid waste and recycling issues;
- Substantial knowledge of the City's rules and regulations as applied to the Drop-Off Facility;
- Substantial knowledge of State and Federal regulations affecting the handling of solid waste and recyclable items;
- Substantial knowledge of current principles and practices associated with customer service operations.
- Some knowledge of and the ability to recognize materials that contain asbestos and other hazardous materials;
- Substantial knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Substantial knowledge of proper lifting techniques and personal protective equipment used in the operation of hand and power tools;
- Some knowledge of preventative stretching exercise;
- Ability to comprehend and follow safety rules and regulations;
- Skill in the operation of hand and power tools;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience working at a drop-off facility, and/or in a team environment where physical work is required; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

State of New Hampshire Level I Solid Waste Certificate within six months of hire.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools continuously;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in trenches, in rough terrain and access construction equipment;
- Sufficient strength and endurance with or without reasonable accommodations, to lift and carry, through a full range of motion, up to 75 pounds occasionally, 50 pounds frequently, and 25 pounds continuously;
- Sufficient mobility and flexibility which allows the employee to stoop, kneel, crouch, stand, walk, push, pull, climb and grasp repetitively.

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